

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Use this form for the following positions: police officer; animal control officer; police cadet; public safety communicator; police citizen aide; school crossing guard. Submit a separate application form for each position. A resume must be provided with public safety communicator, police citizen aide, and animal control officer applications in accordance with the applicant resume instructions. Applicants with disabilities may request **reasonable accommodation** during the selection process by calling (703) 246-7560 OR **TTY (703) 222-7314**.

JOB APPLIED FOR: _____ Job Announcement Number: _____

Name: _____
Last Name First Name Middle Name
Address: _____
Street City State Zip Code
Phone (____) _____ (____) _____ Birth date ____/____/____
Home Work MM DD YYYY

All prospective employees must submit proof of identity and eligibility for employment in the U.S. prior to appointment. A Social Security card and state driver's license is preferred. Non-citizens must have I-551 Permanent Resident Alien Card. Are you a current U.S. citizen? Yes _____ No _____. If no, answer the following questions: Are you a Permanent Resident Alien? Yes _____ No _____. Have you applied for Naturalization? No _____ Yes _____ Date: _____ (U.S. citizenship or Department of Criminal Justice Services waiver is required for Police Officer positions).

Have you ever applied for employment with the Fairfax County Police Department or Department of Animal Control before? Yes _____ No _____. If yes, identify the specific position and give date of application: _____

Are you presently employed by Fairfax County? Yes _____ No _____ If so, which agency: _____

Appointments to positions in the Fairfax County Merit System are made upon a competitive basis, free of unlawful discrimination. Employment selection is based on the ability, training, experience, education and background of the appointee. All positions require the minimum qualifications as listed for initial consideration. Final consideration and selection is based upon minimum and preferred qualifications.

POLICE OFFICER, ANIMAL CONTROL OFFICER, POLICE CADET; MINIMUM QUALIFICATIONS: Be 21 years of age at date of appointment. (State law requires officers to retire at age 70). Be a high school graduate or hold a G.E.D. from a state Department of Education; possess a valid state drivers license with excellent driving record; be of good character and reputation; never committed, or been involved in any act that would constitute a felony or serious misdemeanor; drug use history will be scrutinized; non-smoker. Police Cadets must be 18 to 20 years of age at date of appointment. Applicants may apply and be scheduled to take the written exam if they are within 120 days of their 18th birthday.

PUBLIC SAFETY COMMUNICATOR, POLICE CITIZEN AIDE; MINIMUM QUALIFICATIONS: At least 18 years of age, no maximum age; high school graduate or G. E. D. from state Department of Education. Be of good character and reputation; never committed, or been involved in any act that would constitute a felony or serious misdemeanor. Drug use history will be scrutinized.

THE SECTION BELOW IS VOLUNTARY. The information collected is for statistical purposes.
SEX AND ETHNIC ORIGIN - Please check the box which describes your sex and ethnic origin. CHECK ONLY ONE BOX

- | | |
|--|--|
| <input type="checkbox"/> Female-American Indian/Alaskan Native
<input type="checkbox"/> Female-Asian/Pacific Islander
<input type="checkbox"/> Female-Black
<input type="checkbox"/> Female-Hispanic/Latino
<input type="checkbox"/> Female-White
<input type="checkbox"/> Male-American Indian/Alaskan Native
<input type="checkbox"/> Male-Asian/Pacific Islander
<input type="checkbox"/> Male-Black
<input type="checkbox"/> Male-Hispanic/Latino
<input type="checkbox"/> Male-White | Ethnic origin as defined by the Federal EEOC as follows:
"American Indian or Alaskan Native"- all persons having origins in any of the regional peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
"Asian or Pacific Islander"-all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, The Philippine Islands, and Samoa.
"Black"-(not of Hispanic origin)-all persons having origins in any of the Black racial groups of Africa.
"Hispanic/Latino"-all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
"White"-(not of Hispanic origin) all persons having origins in any of the original peoples of Europe, North Africa or Middle East. |
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APPLICATION FOR EMPLOYMENT

Mailing Address:

Fairfax County Police Department
Administrative Support Bureau
4100 Chain Bridge Road – 10th floor
Fairfax, Virginia 22030

www.fairfaxcounty.gov/police/employment.htm

USE THIS FORM FOR THE FOLLOWING POSITIONS:

POLICE OFFICER; ANIMAL CONTROL OFFICER; POLICE CADET;
PUBLIC SAFETY COMMUNICATOR; POLICE CITIZEN AIDE; SCHOOL CROSSING GUARD.

FAIRFAX COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

ATTENTION APPLICANT: YOU ARE APPLYING FOR A PUBLIC SAFETY POSITION REQUIRING THE HIGHEST LEVELS OF PERSONAL RESPONSIBILITY AND INTEGRITY. THIS STATEMENT MUST BE SIGNED.

- I certify that all of the statements made in this application and any attached resume are true and complete to the best of my knowledge and belief.
- I understand that making false or misleading statements and/or providing false information at any time during the application and selection process for a public safety position may result in employment denial or dismissal, if hired.

Signature

Date

APPLICANT RESUME INSTRUCTIONS

Applicants for Public Safety Communicator (PSC) and Police Citizen Aide (PCA) positions are required to submit a resume with this application form. The following information will assist PSC and PCA applicants in preparing a suitable resume.

- Submit a concise, chronologically formatted resume, no more than five pages in length.
- Provide an original, high print quality, single sided resume on white 8 ½ x 11 paper. **Do not** use special treatments such as italics, script, underlines, shadows and reverses (white letters on black background), horizontal lines, graphics or boxes.
- List specific skills, experience, training and education, which relate to the position sought. Include foreign languages, computer skills, special certifications and licenses, etc.
- Provide your name, address, and phone number in the resume heading.
- Paper clip your resume to the application form, and submit together.

Animal Control Officer applicants must prepare and submit their resumes using the Applicant Information Management System (AIMS) operated by Fairfax County Department of Human Resources at this link [AIMS Gateway - Apply for Jobs with Fairfax County Government](http://www.fairfaxcounty.gov/aims) or at <http://www.fairfaxcounty.gov/aims>